

**Tempe Fire Department Policies and Procedures**  
**Investigation Photo and Image Documentation**  
**305.07**  
**Rev: 11-08-05**

**PURPOSE**

To provide a standardized method of documenting photographs and other document information relative to the investigation of fires and other incidents.

**PROCEDURE**

Fire Inspectors documenting scenes with photographs may use cameras and photo documentation methods approved by the Fire Marshal. Those methods and equipment may include but are not limited to standard film cameras, digital cameras, and or video cameras.

Photographs taken by film method shall have one printed copy of 4X6 photographs and the original negatives included within the Fire Investigation Report Checklist Envelope and be stored in the approved location in the Fire Prevention Office. Additionally, each of the photographs shall be scanned and stored in the secured record management system approved by the Fire Marshal.

Digital photographs shall be taken and recorded on the standard storage device used by the camera and approved by the Fire Marshal. These devices could include but are not limited to memory sticks or floppy disks. Photographs taken and stored in this method shall be copied to a CD or Floppy Disk and be included within the Fire Investigation Report Checklist Envelope and be stored in the approved location in the Fire Prevention Office. Additionally, each of the photographs shall be downloaded and stored in the record management system.

Videos that are taken of an investigation scene, by investigators or others, shall have the video film included within the Fire Investigation Report Checklist Envelope and be stored in the approved location in the Fire Prevention Office. No videotapes shall be removed from the evidence file without prior approval of the Fire Marshal.

Any audiotapes taken into evidence during any investigation shall have the audio tape included within the Fire Investigation Report Checklist Envelope and be stored in the approved location in the Fire Prevention Office. No audiotapes shall be removed from the evidence file without prior approval of the Fire Marshal.

All additional documents that are part of the report contained in the Fire Investigation Report Checklist Envelope shall be scanned and stored in the Record Management System.

The Record Management System shall be accessible only by those individuals approved to conduct investigations by the Fire Marshal and any necessary support staff responsible for that system.

Each incident investigated by Fire Inspectors that requires photographs and or additional documentation shall have those images stored in the Record Management System. Photographs stored in the Record Management System shall be re-named with sequential two digit photo numbers and descriptions assigned to each photograph. The numbering and description name shall be completed for each photograph or document being stored. Once photograph images have been copied to a CD from the original Memory Stick those original images shall be deleted so the Memory Stick can be used again.

Example: #01 Photo of north side of the residence.jpg

Documents scanned into the Record Management System shall have the file name re-named to describe what the image represents.

Example: Copy of memo sent by Tempe Police Detective.tif

Audio and Video file names shall have the file name re-named to describe what the item represents.

Example: Videotape taken by Battalion 271 during the incident.mpeg

Example: Audiotape provided by the Phoenix Alarm Room.wav

Requests for copies of photographs shall be in writing and be approved by the Fire Marshal. Once the request has been approved, a copy of the photographs shall be provided on CD-ROM at a charge approved by the Fire Marshal. It will be the responsibility of those persons requesting the copy of photographs to complete the final printing.